

M e m o r a n d u m

Date: April 8, 2010

To: Capitol Protection Section

Attention: Captain R. P. Ghiglieri

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Capitol Protection Section was conducted on October 9, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on March 11-15, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 1,151 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 60 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	363	31.54%	18.61	19
Telecommunications	501	43.53%	25.68	26
Fleet	36	3.13%	1.85	2
Weapons	251	21.81%	12.87	13
Total	1,151			60

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 60 of the 60 items were located. However, one item requires a correction be made to the inventory report and one item was transferred into the command that still needs to be added to their inventory report. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 28 of the 28 items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment B, C, and E.

I request your command research and investigate the minor discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by July 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Capital Protection Section
Page 3
April 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG, CLEA
Assistant Commissioner

Attachments

cc: Assistant Commissioner, Field
Protective Services Division
Fiscal Management Section
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
CAPITOL PROTECTION SECTION - 025
March 11 - 15, 2010**

ATTACHMENT A

[illegible]

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
Capitol Protection Section - 025**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1 108123	TELEVISION/VCR UNIT	341936	X					
2 119880	DIGITAL CAMERA		X					
3 126701	BICYCLE		X					
4 126837	NIGHT VISION GOGGLE	RS 10242	X					
5 132171	SUIT		X					
6 132175	BOMB SUIT	03-60644	X					
7 132782	SCOPE NIGHT VISION	RS14536	X					
8 138734	BICYCLE	PU408948	X					
9 138736	BICYCLE	PP500391	X					
10 143377	LAPTOP	0036145987	X					
11 143539	PRINTER	CNDXB20982	X					
12 145365	COMPUTER DC5100S	2UA6291868	X					
13 150963	DIGITAL IMAGING SYSTEM	2733	X					
14 159470	ANALYZER BREATH PAS DEVICE	082936	X					
15 165111	COMPUTER	MXL8340KK2	X					
16 165116	COMPUTER	MXL8340KP6	X					
17 95578	SADDLE 16IN BLACK					X		CHP 266, 2-1-10, to 076W
18 99476	CAMERA SURVEILLANCE	W5106006	X					
19 AF01653	DIGITAL CAMERA/INFRARED THERMAL IMAGER	10420	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
Capitol Protection Section - 025**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST								
1 109339	PRINTER	USEB054448	X					
2 133172	FAX MACHINE	ZKM35090	X					
3 133173	FAX MACHINE	ZKM35087	X					
4 147941	PRINTER	CNWB16671	X					
5 151669	PRINTER	CNRXS12734	X					
6 165103	COMPUTER	MXL8340KJ2	X					
7 165104	COMPUTER	MXL8340KLK	X					
8 165113	COMPUTER	MXL8340KLB	X					
9 165178	COMPUTER	MXL8340KKZ	X					
10 165187	COMPUTER	MXL8340KKY	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Capitol Protection Section - 025

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R40663	Mobile Radio			9523391					X	CHP 24, 3-12-10, change assigned vehicle plate
2	R43786	Mobile Radio				X					
3	R44470	Mobile Repeater			7546054	X					
4	R44641	Mobile Repeater			7553357	X					
5	R45855	Mobile Repeater			7736341	X					
6	R57460	Control Head - Mobile				X					
7	R57740	Control Head - Mobile				X					
8	R61158	Hand-Held Radio	18404	MM 08-067	402AWUF338	X					
9	R62810	Hand-Held Radio	14194		402AWW5962	X					
10	R62870	Hand-Held Radio	17143		402AWW4937	X					
11	R63161	Hand-Held Radio	14146-RET	S70	402AWW6601	X					
12	R64177	Hand-Held Radio	17660		402AWY1654	X					
13	R64757	Hand-Held Radio	17361		402AWY7567	X					
14	R68060	Hand-Held Radio			355AXA0088	X					
15	R69879	Hand-Held Radio			355AXE0600	X					
16	R78068	Hand-Held Radio			355AYU3794	X					
17	R78100	Hand-Held Radio			355AYU4124	X					
18	R78108	Hand-Held Radio			355AYU4111	X					
19	R78165	Hand-Held Radio			355AYU4648	X					
20	R78241	Hand-Held Radio			355AYU4161	X					
21	R78294	Hand-Held Radio			355AYU3869	X					
22	R79683	Portable Radio	XTS-3000	800 MHz	326AZL0505	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Capitol Protection Section - 025

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
23	R79685	Portable Radio	XTS-3000	800 MHz	326AZL0497	X					
24	R81803	Portable Radio		800 MHz	326AZY6956	X					
25	R81818	Portable Radio		800 MHz	326AZY7180	X					
26	R94952	Remote Console				X					
EQUIPMENT TO INVENTORY LIST											
1	R45053	Mobile Repeater			7610862	X					
2	R55594	Base Station - rack type	loc'd per	Inv 98		X					
3	R67893	Hand-Held Radio			355AXA0015	X					
4	R68011	Hand-Held Radio			355AXA0273	X					
5	R68077	Hand-Held Radio			355AXA0101	X					
6	R69831	Hand-Held Radio			335AXE1080	X					
7	R70485	Battery Charger - Radio				X					
8	R70913	Battery Charger - Radio				X					
9	R70972	Battery Charger - Radio				X					
10	R71625	Analyzer/Conditioner - Radio	loc'd per	Inv 98		X					
11	R71862	Battery Charger - Radio				X					
12	R71865	Battery Charger - Radio				X					
13	R74460	Scanner			75002105	X					
14	R75245	Hand-Held Radio				X					
15	R78353	Hand-Held Radio			355AYU3839	X					
16	R78385	Hand-Held Radio			355AYU4635	X					
17	R88073	Mobile Radio			412CDG0693	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

Page Number: 1

COMMANDERS SIGNATURE : _____

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT E

025 - Capitol Protection Section

ATTACHMENT E

February 16, 2010

Officer Issued Weapons

(201) Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

3/5/10 PHOTO IN FILE

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**Department of California Highway Patrol
Complete Area Inventory
025 - Capitol Protection Section**

February 16, 2010

Officer Issued Weapons

(201) Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

3/5/10 PHOTO IN FILE

[illegible][illegible]

Department of California Highway Patrol
Complete Area Inventory
025 - Capitol Protection Section

February 16, 2010

[REDACTED]

[REDACTED]

Department of California Highway Patrol
Complete Area Inventory
025 - Capitol Protection Section

February 16, 2010

[REDACTED]

[REDACTED]

Department of California Highway Patrol
Complete Area Inventory
025 - Capitol Protection Section

February 16, 2010

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]


Area Issued Weapons

(217)

Ser#

Control#

Comments

Issued to SWAT: 

Department of California Highway Patrol
Complete Area Inventory
025 - Capitol Protection Section

February 16, 2010

(203) Loaner

Ser#Control#

Comments

Loaner:

(217)

Ser#

Control#Comments

Department of California Highway Patrol
Complete Area Inventory
025 - Capitol Protection Section

February 16, 2010

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Issued to [REDACTED]
[REDACTED]

(221) [REDACTED]

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

(217) [REDACTED]

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Issued to [REDACTED]
[REDACTED]

Department of California Highway Patrol
Complete Area Inventory
025 - Capitol Protection Section

February 16, 2010

(202) Issued to Area/Division

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

Issued to Area/Division:

[REDACTED]

(208) Dummy Field Issue

Ser#

Control#

Comments

[REDACTED]

Dummy Field Issue:

[REDACTED]

Department of California Highway Patrol
Complete Area Inventory
025 - Capitol Protection Section

February 16, 2010

(217) [REDACTED]

Ser#

Control#

Comments

[REDACTED]

Issued to [REDACTED]

(222) [REDACTED]

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(217) [REDACTED]

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

[REDACTED] Y

[REDACTED]

[REDACTED]

[REDACTED]

Issued [REDACTED]

[REDACTED]

[REDACTED]

(217) [REDACTED]

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Department of California Highway Patrol
Complete Area Inventory
025 - Capitol Protection Section

February 16, 2010

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
(217) [REDACTED]

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
(217) [REDACTED]

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
(202) Issued to Area/Division

Ser#

Control#

Comments

Issued to Area/Division: [REDACTED]

(217) [REDACTED]

Ser#

Control#

Comments

February 16, 2010

Comments

Department of California Highway Patrol
Complete Area Inventory
025 - Capitol Protection Section

February 16, 2010

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] Y
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]

SUPPORTING DOCUMENTATION

